

# DIXON PUBLIC SCHOOLS #170

*"A Place to Grow"*

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## Induction & Mentoring At A Glance

It is the goal of Dixon Public Schools to establish the mentor/mentee relationship no later than the first day of student attendance. It has been past practice to establish the mentor/mentee relationship prior to "New Employee Orientation" which occurs in August. Due to late hires or mentor unavailability, adherence to this date may not occur.

Dixon Public Schools has established a State approved Induction and Mentoring Program. This program allows educators with Initial Certificates to apply for their Standard Certificate upon successful completion of our two year program **and** successful completion of four years of teaching.

Mentors and mentees receive a yearly stipend according to the Dixon Board of Education and Dixon Education Association Collective Bargaining Agreement.

It is the responsibility of the building principal to match up mentors and mentees. In the event there is a conflict between mentors and mentees, the District Program Coordinator will mediate and determine whether or not the professional obligation will continue. It is also the building principal's responsibility to ensure the mentor teams are meeting, and are allowed opportunities to meet when applicable.

It is the District Program Coordinator's responsibility to establish the program requirements, facilitate a beginning of the year meeting to go over the program requirements, and ensure appropriate documentation is bestowed upon successful completion of the program.

When the one or two year program has been successfully completed, the District Program Coordinator will put in a request for stipend payment to be included in June paychecks.

*Dixon Public Schools, in cooperation with the community, will provide students with a comprehensive educational program that produces well-educated, self-sufficient, and involved citizens.*

It is the responsibility of the mentee (new teacher) to keep all documentation. It is recommended that the mentor receive a copy of all documentation in order to claim this activity for CPDU's.

The mentor program takes place during the entire school year (August through May), unless there was a late or unexpected hire. There is no established amount of time that mentors and mentees are required to meet, but a rule of thumb is once per week for a minimum of one hour through the first semester. After the first semester a minimum expectation is two hours per month.